



PROCEDURE FOR SUBMITTING A LOT LINE ADJUSTMENT MAP FOR APPROVAL

The following are the requirements for the preparation of a lot line adjustment map, as well as the procedure for submitting these maps and obtaining approval for proposed lot line adjustments.

What Is A Lot Line Adjustment Map?

A lot line adjustment map authorizes an adjustment to the common lot line(s) of between four or fewer existing adjoining parcels where the land taken from one parcel is added to an adjoining parcel and where a greater number of parcels than originally existed is not created. The requirements for a lot line adjustment map are included in Section 30-82 of the Alameda Municipal Code.

What Are the Requirements for Approval of a Lot Line Adjustment Map?

A lot line adjustment map may be approved provided:

- a. The portion(s) of any lot(s) remaining after the lot adjustment(s) meet all the requirements of a lot (area, width, etc.) as set forth in the City of Alameda Zoning Ordinance.
- b. No street improvements or other “subdivision” improvements are required.
- c. The proposed lot adjustment meets with the approval of both the City Engineer and the Planning Director of the City of Alameda.

What Is the Procedure for Submitting a Lot Line Adjustment Map for Approval?

Prior to submitting a formal application to the City, it is recommended that applicants meet with Engineering Division and Planning Department personnel to discuss their proposal.

The procedure for submitting a lot line adjustment map is as follows:

- a. Submit to the Central Permits Office four copies each of the following:
 1. Proposed lot line adjustment map
 2. Proposed certificate of compliance
 3. Deed descriptions of the parcels prior to adjustment
 4. Proposed deed descriptions of the parcels after adjustment
 5. Title Report no older than six months
 6. Application for Assessment Apportionment (applies to specific parcels located within the Alameda Marina Village, Harbor Bay Business Park and Wind River Assessment Districts.)
- b. Payment of a **\$2,500.00 DEPOSIT FEE** (payable to the City of Alameda). Any remaining balance of funds will be refunded to applicant after a recorded copy of the document is provided to Building Services. It is the applicant’s responsibility to provide a recorded copy and to request a refund of the remaining balance.

- c. Payment of a \$940.00 NON-REIMBURSEABLE FEE (payable to the City of Alameda) for parcels located within the following 1915 Streets and Highways Code Assessment Districts - Alameda Marina Village, Harbor Bay Business Park, and Wind River.
- d. The copies of the lot adjustment map and certificate of compliance will then be routed to various city departments for review and approval.
- e. Once approval is obtained, original drawings and certificate of compliance shall be submitted for signature by the City Engineer and Planning Director. The owner(s) signature(s) shall be notarized.
- f. Once these documents are signed the City will release them to a representative from a title company for recording. The applicant shall prearrange for this service.
- g. Any deeds necessary to affect the proposed property transfer shall be prepared by the title company and recorded with the county recorder.

What Are the Requirements for Preparation of a Lot Line Adjustment Map?

The City of Alameda requires the quality of lot line adjustment maps to be greater than or equal to that of the attached sample. Lot adjustment maps must be prepared and stamped by a professional engineer or a licensed land surveyor.

The lot adjustment map shall be drawn by a process guaranteeing a permanent record and shall meet the following requirements: (Use accompanying boxes as a checklist)

SHEET LAYOUT AND CONTENTS (see attached samples)

- ☐ 1. Sheet size 11"x17".
- ☐ 2. Map drawn on acceptable tracing paper, polyester base film, or cloth.
- ☐ 3. A marginal line drawn completely around the sheet leaving an entirely blank margin of one inch.
- ☐ 4. Drawn to a scale of 1" equals no more than 30 feet.
- ☐ 5. Names and addresses of present owners of record and recording data.
- ☐ 6. Title Block in lower right corner indicating:
 - ☐ a. "LOT LINE ADJUSTMENT MAP" heading.
 - ☐ b. Description "COMMON LINES OF (address) AND (address) .

- ☐ c. FOR (name)
- ☐ d. DRAWN BY: (name)
- ☐ e. DATE:
- ☐ f. SCALE:
- ☐ g. SHEET __ OF __:
- ☐ h. PLANNING DIRECTOR & DATE signature line.
- ☐ i. CITY ENGINEER & DATE signature line.
- ☐ 7. Vicinity Map
- ☐ 8. Legend and Abbreviations
- ☐ 9. North arrow oriented to point towards top of or to right of page.
- ☐ 10. Lot Line Designations as follow:
 - ☐ a. Distinctive boundary line consisting of a solid bold line around proposed lot line adjustment property(s);
 - ☐ b. Intermittent dash (----) for the existing lot line to be adjusted and labeled “EXISTING LOT LINE TO BE REMOVED”;
- ☐ 11. Solid bold line for proposed adjusted lot line and labeled “NEW LOT LINE”.
- ☐ 12. Existing structure(s) shown including offset dimensions from lot lines.
- ☐ 13. Address and assessor’s parcel numbers show within or immediately adjacent for each lot.
- ☐ 14. Bearings and distances, curve data for all lot lines.
- ☐ 15. Existing easements.
- ☐ 16. Proposed easements.
- ☐ 17. Political sub-division lines and important survey lines shown.
- ☐ 18. Street name(s).
- ☐ 19. Area summary table.

SUPPLEMENTALS

- ☐20. Title report(s) of properties to be adjusted.
- ☐21. Deeds of existing and adjacent property(s).
- ☐22. Certificate of Compliance (See appendix for examples).
- ☐23. Deed descriptions of lots before adjustment (see appendix for example).
- ☐24. Deed descriptions of lots after adjustment (see appendix for example).
- ☐25. Closure calculation printout.
- ☐26. Application for Assessment Apportionment: Applicable ☐ Not Applicable ☐

APPENDIX

Recorded at the request of
CITY OF ALAMEDA

When recorded, return to:
City of Alameda
Public Works Department
Alameda Point, Building 1
950 West Mall Square, Room 110
Alameda, CA 94501-7558
Attn: City Engineer

(example using Assessor's Parcel Numbers)

CERTIFICATE OF COMPLIANCE

Pursuant to Section 66499.35 of the California Government Code, the City of Alameda hereby records this Certificate of Compliance, having authorized the lot adjustments on (date by City staff), 200_ to the common lines of Parcels _____, and _____ as shown on the _____
(APN#) (APN#)
Assessor's Parcel Map Book ___, Page ___ inclusive, in the office of the Alameda County Recorder. Said adjustment shown on Adjustment Map consisting of one (1) sheet attached as Exhibit "A", and the old and new deed descriptions consisting of two (2) sheet(s) attached as Exhibit(s) "B" and "C" incorporated herein by this reference, said lot line adjustment complied with the applicable provisions of Division 2 (commencing with Section 66410 of Title 7 of the California Government Code, and Chapter XXX, Article VI of the Alameda Municipal Code):

NOTICE: This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

Owner: _____
(signature) (printed name) Date

Owner: _____
(signature) (printed name) Date

Approved: _____
Greg Fuz, Planning Director Date

Approved: _____
Matt T. Naclerio, Deputy Public Works Director/
Acting City Engineer Date

When recorded, return to:
City of Alameda
Public Works Department
Alameda Point, Building 1
950 West Mall Square, Room 110
Alameda, CA 94501-7558
Attn: City Engineer

*(example using Parcel Map. For Tract)
(Map substitute Tract Map for Parcel Map)*

CERTIFICATE OF COMPLIANCE

Pursuant to Section 66499.35 of the California Government Code, the City of Alameda hereby records this Certificate of Compliance, having authorized the lot adjustments on (date), (year) to the common lines of Parcels (#) and (#) as shown on Parcel Map No. (#), filed for record on (month date), (year) in Book No. (#) of Maps at Page Number (#) on the office of the Alameda County Recorder. Said adjustment shown on Adjustment Map consisting of one (1) sheet attached as Exhibit "A", and the old and new deed descriptions consisting of # (#) sheet(s) attached as Exhibit(s) "B" and "C" incorporated herein by this reference, said lot line adjustment complied with the applicable provisions of Division 2 (commencing with Section 66410 of Title 7 of the California Government Code, and Chapter XXX, Article VI of the Alameda Municipal Code):

NOTICE: This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

Owner: _____
(signature) (printed name) Date

Owner: _____
(signature) (printed name) Date

Approved: _____
Greg Fuz, Planning Director Date

Approved: _____
Matt T. Naclerio, Deputy Public Works Director/
Acting City Engineer Date

EXAMPLE DEED APPENDIX B

(example required for each parcel)

LEGAL DESCRIPTION BEFORE LOT LINE ADJUSTMENT
PARCEL #

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

A PORTION OF or
BEING LOT(S) ...

BEGINNING ... (legal meets and bound description) ... TO THE POINT OF BEGINNING.

THE ABOVE LEGAL DESCRIPTION IS SHOWN ON THE ATTACHED LOT LINE ADJUSTMENT MAP AND BY REFERENCE MADE A PART HEREOF.

CONTAINING ____ SQUARE FEET (____ ACRES).

EXAMPLE DEED APPENDIX C

(example required for each parcel)

**LEGAL DESCRIPTION AFTER LOT LINE ADJUSTMENT
ADJUSTED PARCEL #**

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

A PORTION OF or
BEING LOT(S) ...

BEGINNING ... (legal meets and bound description) ... TO THE POINT OF BEGINNING.

THE ABOVE LEGAL DESCRIPTION IS SHOWN ON THE ATTACHED LOT LINE ADJUSTMENT MAP AND BY REFERENCE MADE A PART HEREOF.

CONTAINING _____ SQUARE FEET (_____ ACRES).

CITY OF ALAMEDA
APPLICATION FOR ASSESSMENT APPORTIONMENT

Please complete the application in full. Refer to the attached instructions for assistance.

Return completed form to:	City of Alameda ATTN: Ms. Sophie Young 2263 Santa Clara Room 220 Alameda, CA 94501
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Owner/Engineer	Phone Number
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Street Address	City	State	Zip Code
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Assessment District Name

Project Description

Call the NBS Government Finance Group at (800) 676-7516 for District and/or Project Information

Original APN(s)	Legal Description	Original Assessment Amount(s)

Purpose (Please check one):	
	Subdivision Map No.:
	Parcel Map No.:
X	Lot Line Adjustment No.:
	Parcel Map Waiver No.:

Number of new parcels:

Fee Schedule
Tract Map Apportionment (5 or more parcels) per Chapter 2, Section 66426 of the Subdivision Map Act: \$1,800 per subdivision/tract map plus \$25 per parcel, plus \$40 County Recording Fee .
Parcel Map Apportionment (4 or less parcels) per Chapter 2, Section 66426 of the Subdivision Map Act: A flat fee of \$900, plus \$40 County Recording Fee . Lot Line Adjustments will also require an apportionment and similar fee.

The undersigned, being the owner or interested party in property as set forth below, hereby requests the City of Alameda to apportion the amount remaining unpaid on the above assessment(s) in accordance with the provisions of Part 10.5 of the "Improvement Bond Act of 1915", and said assessment is to be apportioned to each separate part of the original lot or parcel of land, the apportionate part of the amount remaining unpaid on the assessment that would have been levied thereon had the lot or parcel been so divided at the time of the original confirmation of assessment.

Applicant's Signature	Date
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IMPORTANT: A COPY OF THE FINAL MAP (18" x 26" BLUELINE & 8½" x 11" REDUCTION) OR LOT ADJUSTMENT MAP (11"X17" BLUELINE & 8½" x 11" REDUCTION) MUST BE PROVIDED TO BE USED AS THE BASIS FOR THE AMENDED ASSESSMENT DIAGRAM.

INSTRUCTIONS

APPLICATION FOR ASSESSMENT APPORTIONMENT

(Print or type in ALL information on the application.)

- 1) Enter the Owner/Engineer Name, Address and Phone Number.
- 2) Enter the Assessment District Name and Project Description. If you need this information, please call **NBS** Government Finance Group at (800) 676-7516.
- 3) Enter the Assessor Parcel Number (APN), Legal Description and Original Assessment Amount for each parcel included in the apportionment.
- 4) Indicate the Assessment District Map Number in the original assessment amount column.
- 5) Sign and Date the Application.
- 6) **Return the completed application with the other lot adjustment submittals to Building Services. (Do not send to person listed on top of application page.) Building Services will forward to the address at the top of the application.**
- 7) Copy of the old Assessor's Maps (if available).